



**KENTUCKY REGISTERED SANITARIAN
EXAMINING COMMITTEE
275 EAST MAIN STREET, HS1E-B
FRANKFORT, KY 40621**

The meeting of the Registered Sanitarian Examining Committee was called to order on 10-4-2007 at 1:00 at Lake Cumberland State Resort Park.

Those in attendance were:

Roy Foushee, Chair

Ed Cecil, West Area

Juli Conner, new West Area Director

Dan Troutman, East Area Director

Matt Rhodes, Central Area Director

Beverley Joy Watkins, Executive Secretary

Guy F. Delius, Secretary-Cabinets Representative

The Committee Began by stating their appreciation to Mr. Ed Cecil for his years of very dedicated service to the Committee. The Committee verbalized the many times of assistance that Mr. Cecil has provided to the Committee and individually acknowledged his volunteerism and work to better Public-Environmental Health in Kentucky.

The Committee also welcomed the new west area director, Mrs. Juli Conner. She will be replacing Mr. Cecil with coverage for the west KY area.

The Committee reviewed and approved the minutes from the last meeting on May 9, 2007.

Motion from Matt Rhodes.

Dan Troutman, Seconded.

All in Favor.

Old Business:

Matt Rhodes discussed his conversation with a university representative in defining "physical science". Mr. Rhodes informed the committee that the definition was very broad and is similar to the definition we are currently using.

Mr. Rhodes stated he would draft a letter for the committee to review to encourage preference be given to environmental health trained candidates, when the opportunity arises. This effort would be to encourage the professional development and the hiring of environmental health students when possible.

Mr. Rhodes provided a draft (R.S. Study materials letter) for the committee to review.

Roy Foushee provided a draft (R.S. study materials letter) for the committee to review.

Comment was to add the web link to the draft letter.

Roy Foushee to send a draft cover letter to the Committee to review.

The Committee discussed many aspects of the R.S. Exam, including how the Core Training Tests differ from the R.S. Exam. The Committee understood the differences in the two exams, and understood the R.S. Exam is national in scope, and reflects national recommendations. The R.S. test is similar to the National NEHA exam for Environmental Health Professionals.

R.S. October 2007

Page 2

Guy Delius mentioned Kathy Fowler is pursuing gathering information about the online use and e-books for our R.S. Study Books.

Roy Foushee mentioned that we should schedule a meeting with the managers of food and Environmental management to go over the exam differences and better educate each entity. The Committee wanted the Core Training Teams to be aware that the R.S. Exam is based on national standards and not on KY information.

Guy agreed to set up the meeting in December.

Roy agreed to draft a letter to a fellow Sanitarian to thank her for her thoughts and concerns regarding the hiring of unqualified individuals.

Joy provided the new R.S. Committee Hand Book for new Board Members, and gave each director their new "Pink" copy. The Committee thanked Joy for her good work assembling these hand books.

Guy discussed the DPH Environmental Salary Review Initiative, and gave a status update. Process is completed and in our personnel office.

Joy discussed and provided an example of the new R.S. ID Cards. We have each received good comments from Sanitarians in our respective areas. Joy and staff did a good job in updating and revising our ID cards. These new cards are plastic and are more professional in nature than the older paper versions.

Joy discussed purchasing our own machine, to avoid using our sister agencies machine as it was cumbersome to coordinate times and workload.

Motion by Matt Rhodes to purchase a new machine for R.S. use, that can also have picture capability and allow for information to be placed on the back of the cards also.

Seconded by Dan Troutman.

Discussion: Joy stated she will email a quote to the committee.

Motion withdrawn until a quote is provided.

Roy provided an example of a nursing system for their boards approval and an online Registration.

The Committee discussed the Budget and reviewed our financial balance and expenditures.

There were no \$30 Fees (exam fees) on the expense report.

There were no processes to reconcile differences between the committee numbers and the Cabinet numbers regarding expenditures and incoming revenue.

R.S. October 2007

Page 3

Guy mentioned that we have already discussed this in previous meetings, and Joy will immediately begin to:

1. Track each revenue item that comes in and each expenditure that goes out from the Committee on a tracking sheet or spread sheet, and
2. Each month reconcile with the Cabinet our committee status. This will be implemented immediately and will reveal the new system at the next meeting.

Motion to accept the budget, with budget numbers being corrected and presented at the next R.S. meeting.

Motion by Matt Rhodes.

Dan Troutman, Seconded.

Efforts will be made to have the Cabinet's budget analyst attend our next meeting.

The committee discussed delinquent notices. Joy mentioned that she has a stack on her desk she has not been able to get to, that will be cleaned up and reviewed. She will see who has not paid or acquired contact hours.

Joy stated we have sent the first enforcement letter to delinquent members, after we review the status of these, we will send out the next letter as soon as possible.

Joy discussed contact hour approvals. She mentioned we get many requests for approval, but the requests do not always have all the information needed. Many requests are incomplete, and do not include program agenda's, times, etc.

Matt Rhodes discussed "phone or conference calls" can not be used for contact hours as they do not meet the approval criteria.

Matt Rhodes provided some examples of possible "Staff Meetings" that could be submitted for contact hours. The Committee discussed this issue, and agreed that staff meetings would need to meet the same criteria as other meetings in order to be granted contact hours.

Sanitarians with new status:

Mike Griffith requested In-Active Status.

Larry Holcomb requested In-Active Status.

Motion to approve for inactive status, Dan Troutman.

Roy Foushee Seconded.

The Committee welcomed Michelle Kent from DPH Local Health Personnel to discuss environmental health personnel actions and our mutual relationship.

The Committee and Mrs. Kent discussed an overview of LHD personnel and R.S. personnel actions.

The Committee discussed the hurdles in hiring and retaining quality environmental health specialists at the state and local levels, and the need for an environmental class review at the personnel level. The Committee reminded Mrs. Kent that we had already provided input to our review of these classification changes and looked forward to working with her in implementing these needed changes.

Guy Delius and Roy Foushee offered the committees assistance in helping move this initiative forward.

The Committee very much appreciated the time and effort of Mrs. Kent and invited her back for future meetings.

The Committee welcomed David Knapp to discuss the current version of the TRAIN system and how R.S.'s can best utilize these systems.

Mr. Knapp discussed Video conferencing and we now have 43 sites.

Video conferencing is a time saver, \$ saver if we can use it more.

We can use DATA Casting, POD Cast and on line modules.

342 online modules are now available.

Environmental health is now using these systems in record numbers, and are experiencing real savings in real dollars.

The Train Database may be used to house much information and will be good for us to use more in the future for things such as storage for EH courses and records.

Matt Rhodes agreed to draft a letter promoting the use of TRAIN for the Committee to review and send out.

The Committee Discussed the Recruitment Video.

All agreed a push is needed to get the information out to a broader audience.

1. Find out what we sent out or issued – find the letter.
2. Develop a concerted effort to target High School guidance counselors, health educators and environmental health staff.
3. Target University and other local job and health fairs.
4. Have our Directors contact their respective counties and revitalize. See if it was used in their counties, and how it was used. Get listing so we'll know when everyone has completed. Update at next meeting for counties contacted.
5. Plan on targeting 5 health fairs.

R.S. October 2007

Page 5

Joy agreed to get a listing of high school counselors.

Motion by Dan Troutman to accept new Registered Sanitarians that have successfully completed the exam.

Crystal Stevenson

Crystal Newsome

Robert Helvey

Candy Rader

Charlotte Clement

Steven Porter

Thomas Dube

Melissa Schoaff

Sara McClain

Matt Rhodes, Seconded.

All in favor.

Motion passed

Request for Reciprocity for Margaret Oglesby.

Motion to approve Dan Troutman.

Matt Rhodes, Seconded.

All in Favor.

Motion Passed.

Chair Foushee discussed the need for protocols in administering the Exam.

Joy agreed to find what we already have, and provide to the Committee/Roy.

Roy agreed to develop protocols and provide draft to the committee at next meeting to review.

Roy continues to work on the new R.S. news letter for the committee to review.

Guy discussed upcoming and prefiled legislation that may affect environmental health programs.

Joy agreed to pursue getting old exams back from Ed and Kathy.